

# Self-Employed Tax Checklist



Personal Tax Information Required	
Please refer to the "Personal Tax Checklist" on our website as we will require this information in addition to what is requested below.	
Self-Employed Business Information	
1. <i>GST Number (if applicable)</i>	3. <i>Description of Business Activities</i>
2. <i>Business Address</i>	4. <i>Previous Year T1 Personal Tax Return</i>
If we are preparing the bookkeeping, please provide:	
1. <i>Business bank account statements for January-December of the tax year or personal bank statements with highlights of the business transactions for January-December of the tax year</i>	
2. <i>E-transfer history if you have several e-transfers sent</i>	
If you are preparing the bookkeeping, please prepare a summary of the revenue/expenses as applicable, see below.	
Business Revenue	
1. Total revenue for the tax year <i>If you charge GST, please provide the net revenue and GST collected</i>	
2. If there were outstanding invoices at the end of the tax year, please provide the amount. <i>If you charge GST, please provide the net revenue and GST collected</i>	
3. If you received any COVID-19 business related benefits (Alberta Relaunch Grant, CERS etc.) please provide the amount received	
Business Expenses	
Please provide the total amount paid for business-related expenses in the tax year for the following, as applicable. <i>If you charge GST, please provide the net expense and GST paid.</i>	
1. <i>Purchases (or costs of goods sold)</i>	
2. <i>Subcontractors</i>	
3. <i>Advertising and promotion</i>	
4. <i>Meals and entertainment</i>	
5. <i>Business-related insurance</i>	
6. <i>Business taxes, licenses &amp; fees</i>	
7. <i>Supplies</i>	
8. <i>Professional fees (legal and accounting fees)</i>	
9. <i>Commercial rent (if operate out of home office, see home office section)</i>	
10. <i>Repairs and maintenance</i>	
11. <i>Salaries, wages and benefits paid to employees (including employer's contributions)</i>	
12. <i>Travel</i>	
13. <i>Telephone (provide % of use for personal)</i>	
14. <i>Internet (provide % of use for personal)</i>	
15. <i>Office expenses</i>	
Capital Asset Purchases	
During the tax year, if there were any purchases of tools, equipment, computers, office furniture etc. for the business, please provide the amounts paid. <i>If you charge GST, please provide the net expense and GST paid.</i>	

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Vehicle Expenses	
If you use your vehicle for business-related trips, please provide:	
<ol style="list-style-type: none"> <li>1. Total number of KMs driven in the tax year</li> <li>2. KMs driven for business-related trips (such as meeting clients, doing jobs, meeting with contractors, getting supplies etc., driving to and from home or the office is not applicable)</li> </ol>	
As well, please provide totals of vehicle expenses for the year, as applicable: <i>If you charge GST, please provide the net expense and GST paid.</i>	
1. Fuel	2. Repairs and maintenance
3. Insurance	4. Parking
5. License and registration	6. Interest on car loan or leasing costs
Home Office Expenses	
If you operate out of a home office, please provide:	
<ol style="list-style-type: none"> <li>1. Total square footage of home</li> <li>2. Square footage of home office</li> </ol>	
As well, please provide totals of vehicle expenses for the year, as applicable: <i>If you charge GST, please provide the net expense and GST paid.</i>	
1. Utilities (water, gas, heat etc.)	2. Rent paid
3. Home insurance	4. Property taxes
5. Repairs and maintenance to home office only	6. Mortgage interest paid (not principal)